



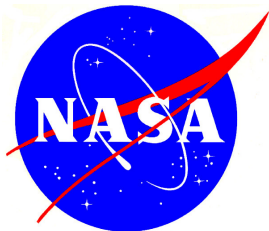
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*Integrated Financial Management Program*

*Core Financial*

*Course Name: Vendor Master*

*Course Guide*



## **Introduction**

This course guide serves as the foundation for trainers to deliver training and provides end-users with information that will be shared during the training course session.

### ***Course Structure***

This course covers the basic SAP functionality end-users need to perform specific activities pertaining to their roles. End-users may obtain information beyond this scope outside of class from the On-Line Quick Reference (OLQR) tool or from designated Super-users.

### ***Trainer Role***

A trainer role in this training session is to:

- Provide end-users with the information they will need to learn the new skill set
- Provide end-users with guidance and coaching as they learn the new skills
- Maximize the hands-on practice time
- Ensure the objectives of the module are met
- Answer questions as completely as possible

### ***End-user Role***

An end-user's role in this training session is to:

- Participate in order to understand new roles, SAP concepts, processes, and principles presented
- Ask questions, when clarification is needed
- Complete all activities/exercises
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### ***Module Significance***

Prior to SAP, vendor records were stored in both Accounting and Purchasing systems. With the implementation of SAP, all vendor records will be stored in one vendor master system. Updates can now be made in one system, and all areas within the financial system have access to the same vendor data.

### ***Module Structure***

This module is structured so that the amount of hands-on practice utilizing SAP is maximized. Each of the topics is organized around the following structure:

#### ***Content***

Lecture material is provided by the trainer on new roles, SAP concepts, processes, and principles.

#### ***Content Review***

The trainer reviews key topic information at the conclusion of each topic.

#### ***Scenario***

The trainer provides a description of a typical situation that will be used to practice the business activity within SAP.

Scenario Example: Vendor master administrators are responsible for flagging vendors for deletion. It has been determined that one of NASA's vendors does not carry the needed paper supplies that NASA departments need. Take the necessary steps to delete this vendor from the vendor master records.

***Demonstration***

Trainer shows end-users how to perform the business activity in SAP.

Vendor master records in the database have to be confirmed before search

Functionality can be effectively demonstrated in class.

***Exercise***

End-users practice the activity in the SAP training database. The end-users should give the instructor the vendor numbers that have been created. These vendor numbers have to be confirmed by the instructor using T-code FK08. The vendor numbers have to be confirmed before Activity 2 – Verify and Update remit-to-vendor master data can be executed. Access to ZERM information will be restricted to travel personnel only since the records contain privacy act sensitive data.

## *Agenda*

- **Introduction** – 0:05 hr
- **Background Knowledge** – 0:05 hr
- **Topic 1:** Create, Update, and Validate Vendor Master Files – 2:30 hr
  - **Overview:** Create, Update, and Validate Vendor Master Files – 0:30 hr
  - **Exercise 1:** Create Remit-To Vendor Master Data – 0:35 hr
  - **Exercise 2:** Verify and Update Remit-To Vendor Master Data – 0:20 hr
  - **Exercise 3:** Approve Remit-To Vendor Master Changes – 0:20 hr
  - **Exercise 4:** Block/Unblock Vendor – 0:20 hr
  - **Exercise 5:** Flag Vendor for Deletion – 0:20 hr
- **Topic 2:** Update and Validate Vendor Master Files – 1:15 hr
  - **Exercise 1:** Update and Verify Bank Master – 0:30 hr
  - **Exercise 2:** Set Flag for Deletion – 0:30 hr
- **End of Course Review** – 0:05 hr
- **Total** – 4:00 hr